

# **Caln Township Municipal Authority**

**Monday, December 16, 2013**

**7:00 PM**

## **Those Present:**

Paul Mullin, Chairperson  
Robert Tompkins, Vice Chair (arrived 7:15 PM)  
John Contento, Treasurer  
Matthew Plagens, Assistant Treasurer  
Jim Kruse, Secretary  
Gregory Prowant, Township Manager  
Scot Gill, Director  
Mary Kemble Slade, Recording Secretary

## **Absent:**

None

## **Minutes of the September 23, 2013 Meeting:**

Mr. Mullin inquired if there were any additions or corrections to the above minutes. There were none. Mr. Contento motioned to approve the September 23, 2013 meeting minutes as presented. Mr. Plagens seconded the motion, all voting Aye with the exception of Mr. Kruse, who abstained as he was not present at the September meeting.

## **Minutes of the November 25, 2013 Meeting:**

Mr. Mullin inquired if there were any additions or corrections to the above minutes. There were none. Mr. Contento motioned to approve the November 25, 2013 meeting minutes as presented. Mr. Kruse seconded the motion, all voting Aye with the exception of Mr. Plagens, who abstained as he was not present at the November meeting.

## **Public Comment:**

Mr. Gill introduced Joseph Boldaz, P.E., of Hydraterra Professionals LLC, in attendance to thank the Board and Mr. Prowant for considering Hydraterra for the Municipal Authority Engineer appointment and reviewing the proposal and qualifications presented to them.

## **CVS Maintenance Bond Release:**

Mr. Gill informed the Board that the Department was recently contacted by CVS regarding the release of the original 18-month Sewer Maintenance Bond related to the CVS Pharmacy project located at 101 Reeceville Road, in the amount of \$16,142.70 and which expired October 30th. He reported the Wastewater crew had visually inspected the sewer line and manholes, and everything appears to be in good condition. In addition, the line was flushed and televised and no problems found. Given this, he requested the Board authorize the release and return of the maintenance bond. Mr. Plagens motioned to approve the release and return the Sewer Maintenance Bond. Mr. Kruse seconded the motion, with all voting Aye.

## **Hills at Thorndale Woods Update:**

Mr. Gill informed the Board a meeting was recently held with Southdown Homes related to this proposed project, consisting of a total of 262 units, comprised of 87 single family homes and 175 townhomes. He reported the

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developer has received their PADEP NPDES Permit and is now able to move forward to obtain Final Plan approval from the Board of Commissioners. Along with this, it will be necessary to complete a Sanitary Sewer Facility Agreement with the Authority. Mr. Gill summarized for the Board the key options within the draft agreement prepared by the Authority's solicitor several years ago, and which the developer is now requesting the Board authorize its solicitor to revisit and update in order to address completion. After brief discussion, the Board agreed by consensus to authorize its solicitor to proceed. Mr. Kruse requested the old and new versions of the draft agreement be forwarded to the Board for review.

## **Financials:**

Mr. Prowant and the Board reviewed the cash basis summary and detailed accrual reports of revenues and expenditures for the Sewer Operating Fund and Municipal Authority Capital Fund (Tapping Fee Account) for the month of November. Mr. Gill noted PAWC was delayed in billing for October and November due to computer issues, so a larger bill is anticipated this month. Mr. Contento mentioned monies budgeted which were not completely expended, such as under Pumps and Meter Maintenance, and whether these expenses would roll over into 2014. Mr. Gill explained in this case, monies were budgeted contingent upon the anticipated dedication of Kings Grant Pump Station, which has not yet occurred, and will continue to show as a budget number for 2014. Mr. Plagens inquired as to the Commercial Fee Current revenue line item. Mr. Gill explained there are two more billing periods, with about 43 of the accounts being flow based which fluctuate each year. Based on the current and anticipated amounts, revenue may exceed last year's. Mr. Kruse suggested future evaluation be considered regarding the implementation of an operations procedure which would allow the minimum required flows be directed to the PAWC treatment facility, to assist in minimizing expense to Caln customers. Mr. Gill added that he will be completing the 2013 Chapter 94 Annual Report by the end of February, which will provide the number of EDU's available at DARA. There were no further questions. Mr. Kruse motioned to approve the financial reports for the month of November. Mr. Contento seconded the motion, with all voting Aye. Mr. Contento requested a breakdown of the total expenses noted on the Capital Fund balance sheet. Mr. Gill will print out a detailed report and forward. Mr. Kruse also requested a breakdown of the total amount expended for the Municipal Pump Station project thus far. Projected revenues and expenditures were offered. Also reviewed were delinquency reports reflecting current year accounts past due, prior year's outstanding balances sent to Portnoff Law Associates for collection, and the status of in house commercial collections.

## **2014 Resolution Adopting the Schedule of Fees for Professional Services:**

Mr. Gill offered the resolution adopting the 2014 fees for professional consultants retained by the Authority, along with a new component of the resolution, a General Engineering Consulting Agreement executed by Gilmore & Associates. The Board reviewed the agreement and determined the official appointment should be effective January 1, 2014, with the term of appointment through December 31, 2014. Mr. Contento motioned to authorize Mr. Mullin to execute the General Engineering Consulting Agreement with Gilmore & Associates, and to approve Resolution

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2013-1-CTMA, adopting the 2014 schedule of fees for the professional consultants retained by the Authority. Mr. Tompkins seconded motion, with all voting Aye.

## **2014 Sewer Rate Resolution:**

Mr. Gill reviewed with the Board Resolution 2013-2-CTMA, establishing the sewer rates effective January 1, 2014, and approving the attached annual budget for 2014. He confirmed there is no increase over 2013 for residential or commercial rates. Mr. Contento motioned to adopt Resolution 2013-2-CTMA, establishing the sewer rates and attached annual budget effective January 1, 2014. Mr. Plagens seconded the motion, with all voting Aye. The Board then discussed a section of the resolution providing for a transfer of funds from the sewer operating account to the CTMA Sewer Capital Projects Fund, agreeing upon the stated amount of \$75,000.

## **Act 57 Fund Transfer:**

Mr. Gill requested a transfer in the amount of \$20,373.82 be authorized utilizing Act 57 funds, in order to reimburse the Sewer Capital Fund for Municipal Pump Station project related expenditures paid during 2013. Mr. Contento motioned to authorize funds in the amount of \$20,373.82 be transferred from the Act 57 account to the Sewer Capital Equipment Fund, in accordance with Act 57 for expenditures related to future conveyance facilities. Mr. Tompkins seconded the motion, with all voting Aye. In addition, as discussed at last month's meeting, in order to adjust the Municipal Pump Station project spreadsheet to more accurately reflect previously authorized expenditures, Mr. Gill requested the approved amount for engineering related to this project be increased by \$7,441.96 in order to cover additional prior expended costs associated with electrical design and review, revision of flood plain information for the Township, creation of a water easement plan to be forwarded to PAWC, and compiling and submitting a permit package for Township review. The Board agreed by consensus.

## **Directors Report:**

Mr. Gill discussed his Departmental report for the month of November. He reported the Wastewater crew has continued to work on grout sealing and replacing manhole frames and covers to address inflow and infiltration in the PAWC service area. The crew also completed preparing manholes for snow plowing, with the crew assisting the Highways Department with salting and plowing as needed. In the past year, he noted two of the more significant projects completed this year were the Wedgwood sewer repair, with approximately 198' of sewer pipe relined, and the Lincoln Highway sewer repair in the vicinity of Dairy Queen, with 80' of sewer pipe relined. Also, the Department recently worked on the new trash service area map, residential information newsletter, new trash ordinance, Recycling Processing and Marketing Agreement, commercial recycling report mailing and assisted with the trash budget. Mr. Kruse inquired as to the amount of PA One Calls handled by the Department. Mr. Gill pointed out work hours used for this purpose were lower during the summer but have increased the last two months. Mr. Mullin referred to the potential use of iPads, as discussed at previous meetings, which could be mounted in the Wastewater vehicles as a tool to review plans and respond to PA One Calls on site. After discussion of the associated costs, Mr. Tompkins motioned to authorize an expenditure of up to \$2,500 to cover the cost of two IPADS and three truck mounts for use by the Department. Mr. Kruse seconded the motion, with all voting Aye.

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## **Additional Business:**

None

## **Adjournment:**

There being no further business, Mr. Contento motioned to adjourn the meeting at 8:45 p.m. Mr. Plagens seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, January 27, 2014.

These are the minutes of the Municipal Authority Board meeting to the best of my knowledge.

Respectfully Submitted

Mary Kemble Slade, Recording Secretary